

C I A INTERNAL USE ONLY

16 February 1960

Costs To Store One Cu. Ft. of Records (2,000 pieces of paper) For One Year.

AGENCY OFFICE COSTS

Equipment

The pro-rate cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 10 years, this equipment would cost \$25.90 per year or \$3.24 for one cubic foot capacity -----

\$ 3.24

Space

One cubic foot of records requires one square foot of floor space-----

2.50

Labor

One clerk can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency"). Salary to service one cu. ft. for one year by a GS-4 Clerk @ \$4,040 a year would be-----

42.00

Total -----

\$ 47.74*

AGENCY RECORDS CENTER COSTS

Space and Shelving

Total costs of Center ----- \$686,889

Total cost per year based on 10 year amortization ----- \$68,689

Cost per cu. ft. per year based on 100,000 cu. ft. capacity ----- \$.69

Records Center Box -----

.11

Labor (Calendar Year 1958)

\$80,000 in .01 funds to handle 48,615 cu. ft. of records (41,102 cu. ft. on hand at end of year, 7,513 cu. ft. destroyed during year)-----

1.65

Total ----- \$2.45**

* At 2,000 pieces of paper per cu. ft., = 2.3¢ per piece of paper.

** At 2,000 pieces of paper per cu. ft., = 1/10¢ per piece of paper.

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